

The Rules for Supervisors and Managers

Description:

To acquaint supervisors and managers of Colorado State classified employees with the Rules and Procedures of the State Personnel System. This interactive, participatory workshop is intended to teach the structure of the State Rules and Procedures, how to locate pertinent rules or procedures and most importantly, how to apply the rules to day-to-day supervisory issues.

Outline:

- Appointing Authority - powers and limitations
- How Positions are Created, Classified and Filled
- Leave Benefits
- Performance Management responsibilities
- Grievances and Dispute Resolution
- Progressive Discipline
- Other rules and procedures-related issues

Designed For: Colorado state supervisors and managers who wish to gain a better understanding about what they can and can't do under the Rules and Procedures of the State Personnel System.

Facilitator: Jim Hidahl

Cost: \$150

Time(s): 8:30 – 4:30

Schedule: **Denver**
February 2, 2005
Full Day April 6, 2005

Class Code SR 020205
Class Code SR 040605

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Special Note: If you are interested in scheduling a special presentation of the “Rules” class for your agency, please contact Carolyn Gable at 303.866.2439 or carolyn.gable@state.co.us